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Date

Supplier name
Street Address
City, State, Zip Code

Dear Supplier Name,

Re: Account Name or Number

Please accept this letter as formal notice that [insert company name] is cancelling its digital marketing service agreement with your organization effective [insert effective date]. We appreciate the services your company has provided to date and kindly request your cooperation as we transition to handling website maintenance in-house.

[Insert person's name] will be handling website maintenance duties for our company moving forward. She will contact you to schedule a transition meeting within the next few days. Before the meeting, please provide a list of details pertinent to the transition, including:

- list what you need from them
- such as domain name expiration date/registry
- links to social media profiles
- hosting details, etc.

Please provide us with a final invoice for services rendered within 10 days after the transition meeting. Thank you again for your assistance, both in the past and with the transition. Best wishes for continued success.

Sincerely,

Name
Title